St Mary's School
CAMBRIDGE

Arrangements for Risk Assessment

This policy is the responsibility of the Health and Safety Manager

Last review: March 26

Next review: March 27

Overview

This Policy is intended to meet the needs of all our pupils from the Early Years (EYFS) to the Sixth Form, including our Boarders, members of staff and volunteers. Where relevant it should be read in conjunction with the following school policies:

- Arrangements for Fire Safety.
- Catering Policy.
- Off-site Visits Policy.
- Missing Child & Uncollected Child Procedure.
- Access to Risky Areas of the School Policy.
- Safeguarding and Child Protection Policy.
- Visitors' Policy.

Legislation
*Under the **Health and Safety at Work Act 1974** employers must ensure, so far as is reasonably practicable, the health and safety of all employees while at work. They have a responsibility to ensure that others are not put at risk by their work-related activities.*
*Under the **Management of Health and Safety at Work Regulations 1999** employers have a responsibility to manage health and safety effectively. They must carry out an assessment of the risks to the health and safety of their employees, while they are at work, and to other people who may be affected by their work activities.*

To support the effectiveness of the school's policies, the school undertakes risk assessments. A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring.
- A risk assessment is the resulting assessment of the severity of the outcome.
- Risk control measures are the measures and procedures that are put in place in order to reduce the consequences of risk.

- Risk assessments should be reviewed annually for continued effectiveness, or earlier after a significant change which means the original assessment is no longer valid.

Organisation

Risk assessments are undertaken and reviewed by competent persons with the knowledge, experience, and responsibility to appraise and reduce the risks associated with the activity being assessed. The competent person(s) can be any member of school staff, supported by external advisors and information as necessary. Risk assessments completed by school staff should, in most cases, be then reviewed and agreed by the more senior member of staff responsible for the overall area within which the activity falls. Risk assessments should be reviewed annually, or earlier after a significant change which means the original assessment is no longer valid.

Activities appraised as high risk and for which no risk control measures can be implemented effectively are not undertaken.

When and how to risk assess

A risk assessment is undertaken to identify sensible measures to control risks and to help determine if the school is taking all the actions it needs to. The Health and Safety Executive (HSE) states that risk assessments should "Think about how accidents and ill health could happen and concentrate on real risks – those that are most likely, and which will cause the most harm".

Generic risk assessments are undertaken to cover routine activities where there is a potential to cause harm, but the hazard and control measures remain the same, for example teaching a Humanities lesson within a classroom or Physical Education staff driving a school minibus to our sports field.

Specific assessments should be undertaken to cover activities that happen on a certain date, take place at a specified location or where the hazards or control measures are unique to the activity: e.g. educational visits and trips (for which there is an additional specific policy and co-ordinator).

For all formats, the risk assessment must be in writing, clear, and cover steps to:

- Identify the hazard
- Decide who may be harmed
- Evaluate the risks and decide on control measures
- Implement and review the control measures

Use of direct observation / experience of activities by the competent person are key and use of additional information such as from manufacturer's instructions, COSHH data sheets and the HSE web site is recommended.

After completion, risk assessments are available to those they affect so everyone is aware of the risks and how to implement the control measures. Risk assessments must remain accessible for future reference by those affected. Risk assessments are held centrally on SMC under the Risk Assessment folder. For confidentially, medical and pregnancy assessments have restricted access and are saved elsewhere.

Training on how to complete a risk assessment is provided by Smartlog, a cloud-based fire and health & safety compliance management portal. All staff are responsible for taking care of their own safety, together with that of colleagues, students (including EYFS and boarding students), visitors and contractors they have contact with. All staff are responsible for advising risks, accidents, or incidents immediately on identification of such to the Health & Safety Manager or any senior member of staff responsible for the overall area within which the activity falls. In addition:

- The safe delivery of teaching is taught as an inherent part of teacher PGCE training.
- Non-teaching heads of department undertake accredited Health & Safety training courses as required.
- Risk assessment training is delivered in-house on induction.
- Educational Visits Coordinators undertake specific training for their role including how to complete trip risk assessments.
- The Health and Safety Committee maintain oversight of risk assessment arrangements.

At St Mary's risk assessments are divided into the following areas:

Area	**Assessor / Originator**	**Coordinator / Leadership Oversight**
Teaching: STEM (Science, Technology, Engineering & Mathematics) All outdoor games Sports Duke of Edinburgh's Award Drama Art Classrooms Junior School	Teacher/Head of Department	H&S Manager
Child Protection Safeguarding	Designated Safeguarding Lead	Governor with responsibility for Safeguarding.
EYFS	Early Years Lead	Deputy Head
Boarding	Head of Boarding	Deputy Head Pastoral and Boarding
Educational visits & trips:	Trip Leader	EVC coordinator
Events:	Teacher/Event Leader	H&S Manager
Non-teaching Working at height Tools and machinery Catering Violence to staff	Head of Department / Operations Manager	H&S Manager / Bursar

Area	Assessor / Originator	Coordinator / Leadership Oversight
ICT equipment Manual handling Slips and trips COSHH Display screen equipment		
Medical: First Aid Care Plans Pregnancy	Nurses/H&S Manager	Nurses/H&S Manager
Specialist: Asbestos control Fire safety Electric and gas infrastructure safety Occupational health Trees Vehicles Water hygiene	H&S Manager/Specialist Contractor / Operations Manager	H&S Manager / Operations Manager / Bursar